

In accordance with FAR 12.603, the following information is provided:

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information in this notice and Statement of Work Requirements. This announcement constitutes the only solicitation; Request for Quotes (RFQ's) are being requested and a written solicitation will not be issued.

The African Development Foundation (ADF) has an immediate need for a business process assessment, a requirements analysis, a review of available technology and technology solution recommendation including a cost benefit analysis such an internal grants management system.

Based on the above, ADF invites you to submit a quote for the requirement as described in RFQ ADF-11Q-CFO-0029 entitled, "IT Business Grants Consultant," as defined below and within the **Statement of Work, Attachment 2**.

Companies and Individuals may apply.

- i. The provisions and clauses incorporated therein are those that are in effect through Federal Acquisition Circular 2005-52, May 31, 2011.
- ii. This solicitation is a 100% set-aside for small business. The NAICS code is 541512 Professional, Scientific and Technical Services /541690- Other Scientific and Technical Consulting Services.
- iii. The list of Contract Line Items, Quantities and Unit of Measure is as follows: (*Contract Type: Firm Fixed Price will be awarded*)- **Please See Attachment 3**.
- iv. The description of the requirements for the above is provided in the attachments 1 through 4.
- v. The offerors should include a completed copy of the provision at FAR 52.212-3, "Offeror Representations and Certifications-Commercial," with the quote. However, if the offeror's information is current and complete in the Online Representations and Certifications Application (ORCA) ([www.ccr.gov](http://www.ccr.gov)), the offeror must submit a statement to that effect.
- vi. FAR 52.212-4, "Contract Terms and Conditions – Commercial Items," is applicable.
- vii. FAR 52.212-5, "Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Item," is applicable.
- viii. Additional Information

ADF will only award one Order from this RFQ. However, ADF reserves the right to withdraw; modify; or eliminate this requirement in whole, or in part, at their discretion. Additionally, alternative quotes will not be evaluated.

This RFQ shall not be considered direction to proceed with the subject requirement, nor a promise of future direction to proceed. Offerors are solely responsible for this RFQ's preparation and submission costs.

Please see the following Attachments for specific instructions:

**Attachments:**

Attachment 1: Proposal Instructions

Attachment 2: Statement of Work

Attachment 3: Price Quote

Attachment 4: Evaluation Factors and Basis for Award

## ATTACHMENT 1 PROPOSAL INSTRUCTIONS:

### 1. Quote Submission Instructions

a. Quote Questions: Questions may be submitted to the Contract Specialist via email only to [jhughes@usadf.gov](mailto:jhughes@usadf.gov) **No Later Than July 7, 2011 at 2:00 PM Eastern** Standard Time EST). Follow-up/additional questions will not be accepted after this date and time.

b. Quote Due Date: **No later than 2:00 PM EST on July 12, 2011.**

c. Electronic Submission: Quotes in response to this RFQ shall be submitted electronically submitted to the contract specialist [jhughes@usadf.gov](mailto:jhughes@usadf.gov).

d. It is anticipated that the Order will be awarded no later than **July 18, 2011.**

### 2. Quote Content and Format Instructions: The quote should be submitted in three sections (technical, past performance and price) as follows :

a. Administrative Format Instruments – The offeror shall include a cover page to identifying the point of contact who is authorized to hold discussions/negotiations with the Government and who has the full authority to bind the company to an order. The offeror shall also identify a point of contact who will be responsible for reviewing any applicable performance evaluation reports submitted by the Government. The point of contact's information shall include First name, last name, title, email address, phone number, fax number and level of authority.

b. Technical Approach – The offeror shall provide a written technical approach that effectively demonstrates the offeror's clear understanding of all tasks and how their approach will yield the required results. There is a **10 page** limit for the Technical approach. The technical approach should include:

(1) Company Overview: Please provide a one page description of you company to include location, staff profile, age of company, and areas of expertise.

(2) Experience: The offeror shall provide written information which effectively demonstrates their experience identical to, similar to or related to performing the services identified in the PWS. Experience shall address what the offeror has done not how well it was accomplished. Please provide up to a **ONE PAGE** description of your expertise for each area below. Use a separate page for each area.

- Your experience conducting business process analysis with recent experience with a grant focused organization.
- Your knowledge of the state of art work flow management and grant management systems.
- Your experience implementing state of art work flow management and grant management systems.
- Your experience conducting complex business process analysis, developing user requirements documents, conducting cost benefit analysis, and preparing project summary reports.
- Provide a high level project plan that outlines your approach to completing this engagement in 90 days

(3) The quote shall include the amount of corporate experience as well as the relevant experience possessed by the Key Personnel. The resume(s) for key personnel shall be submitted.

C. Past Performance References. The offeror shall submit a list of at least 3 references of relevant contracts/orders within the past 3 years. The contracts/orders can be past or current as long as the performance did not end more than 3 years ago. The contracts/orders may have been with the Federal, State and/or local agencies and commercial customers. The following information must be submitted for each reference:

Name of the Organization  
Name and title of Point of Contact (POC) – The POC must be a Government personnel or employee of the private sector with whom the offeror has provided a service.  
POC Telephone number and email address  
Contract Number  
Period of Performance  
Brief Description of the scope of work

D. Price Quote: The price quote shall clearly reflect how you will comply with the PWS. The quote should, including any documentation, be clear and concise. Please provide your full price quotation for completing task items 1-4 deliverables

Please now the total estimated man hours for each task.

1. General Work Plan and Schedule (2 weeks after task award)
2. Process Assessment --- deliverable: Process assessment report and recommendations

3. Technical Solutions ---. deliverable: Requirements Document Suitable for a Grants Management System Solicitation
4. Cost Benefit Analysis -- deliverable: Cost Benefit Report of Implementing a Integrated Grants Management System

**ATTACHMENT 2**  
**STATEMENT OF WORK**  
**INFORMATION TECHNOLOGY**  
**BUSINESS GRANTS CONSULTANT**

**BACKGROUND**

The United States African Development Foundation is an independent Federal agency established to support African-designed and African-driven solutions that address grassroots economic and social problems. USADF typically provides grants of up to \$250,000 directly to under-served and marginalized community groups and enterprises. The grants help organizations create tangible benefits such as increasing or sustaining the number of jobs in a community, improving income levels, and addressing social development needs. USADF is a public corporation with a seven member Board of Directors who are nominated by the President and confirmed by the United States Senate

**1.0 SUMMARY OF CONSULTING SERVICES**

The African Development Foundation (ADF), an agency of the United States Government, is interested in obtaining a web based comprehensive grants management system covering candidate selection, project design, award, grant fiscal and performance management, close-out, de-obligation, knowledge management and archiving. Currently, ADF has a grant management database primarily focused on grant budget management and limited program management and impact tracking.

The contract is to provide for temporary on-site business process assessment, a requirements analysis, a review of available technology and technology solution recommendation - including a cost benefit analysis for an internal grants management system. The business process assessment shall include opportunities for simplifying the grant management and grant reporting processes at ADF.

This contract would provide for the assessment of the full life cycle of the ADF grant process, identify opportunities for efficiency, increased user interaction, simplification, and effectiveness improvements, and make technology solution recommendations which could result in a paperless system and eliminate the numerous "one-off" tracking worksheets and report formats in use today. These services would result in a report that details the grant management process assessment report, a requirements analysis/statement of work document suitable for a grant management system solicitation, recommendations for life cycle grant management process improvements, and recommendations for an appropriate technology solution - including cost benefit analyses of the proposed recommendations.

## **2.0 BACKGROUND**

### **2.1 ADF's CURRENT GRANT MANAGEMENT PROCESS**

ADF is a Federal grant-making public corporation and can be characterized as a small-agency with approximately 150 staff members both here and in Africa. Approximately 50 of these staff members are in Washington. The rest are locally-hired contractors in 20 countries Africa. The Foundation awards approximately 150 new grants each year valued at approximately \$20 million. The life of ADF grants can range from 1 -5 years based on the value of the grant. ADF currently manages approximately 400 active grants valued at \$60 million.

ADF Field Operations is the primary business owner and implementer of the grant management process and work products. To manage the process they currently utilize email, personal files and various tracking worksheets, and a grant management database system (GMDB). The GMDB is a custom legacy system used primarily as a tool to ensure grant disbursements are made in accordance with the grant budget and in compliance with various ADF grant business rules, and Federal legal and financial rules.

The GMDB is a customized, role-based, relational database system used to manage overall grant status: budgets, financial reporting, disbursements, banking data, audits, obligations and de-obligations, and close-out scenarios. It is used to store grant impact data and to perform calculations of ADF portfolio impact indicators. Some static as well as data entry required programmatic material is available. In addition, programmed reports are available which can be manipulated by users.

The lifecycle of a grant generally should involve several distinct steps including: Pre-award activities: 1-selection, 2-design, 3-review, 4- award; Post-award activities: 5-project implementation, 6-fiscal management, and 7-performance management activities; and Completion activities: 8-close out, 9-archiving, and 10-knowledge management. Steps 1-4 is a "paper based" process (via email) and typically occurs over a 180 day period.

Pre-award steps 1-4 typically produce in excess of 50 files (documents) involving the grant applicant, staff in Africa, and multiple departments in Washington (Field Ops, Business Ops, Finance, Environment, Audit, General Counsel, and the Office of the President). Field Ops reports on the progress of achieving country grant goals every two weeks – at the bi-weekly program review.

Post-award project implementation and management, steps 5 thru 7, depending on the grant type and can range from 12 months to five years. Each grant has an associated grant budget. ADF makes disbursements against the grant budget over time based on an implementation plan, grant performance and compliance. Grant budgets and disbursements are tracked by a grant database application, and "paper based" (via email) disbursement request documents. Disbursement requests are routed to the Finance department which completes a payment transaction. Disbursement information is recorded in three systems – the Oracle based finance system, Quick Books, and the grants database.

Grantees provide ADF with quarterly financial reports and program information. In country staff conduct grantee site visits and provide ADF with site visit reports. ADF staff in Washington review grantee quarterly reports and site visit reports to monitor grantee progress.

ADF staff in Washington review grantee performance with country counter parts and provide a performance assessment of all active grants (~400) to ADF management at a Bi-annual Program Portfolio Review. The Bi-annual Review tracks the number and value of active grants per country, disbursement performance, a performance grade, quarterly reporting performance, site visit report status, grant audit status, close out status, grant terminations, CPC budget and staffing status, Partner Budget and Staffing status, and Partner performance review status.

Once a year ADF compiles grant performance data to generate an Agency level Performance Report. This report tracks baseline and 15 grant performance indicators for the grant up to three years after the grant expires.

Additional information about the ADF grant process can be viewed on pages 23, 24, and 27-30 in FY 2011 Congressional Budget Justification accessible at <http://www.usadf.gov/documents/CBJ/CURRENTCBJ.pdf>.

### **3.0 REQUIRED SKILLS AND EXPERIENCE**

Contractor personnel provided to the Foundation in support of this contract shall have the following skills and experience:

1. A minimum of 5 years' experience working with conducting business process analysis with recent experience with a grant-focused organization.
2. A comprehensive knowledge of state-of-the-art work-flow management and grant management systems.
3. A minimum of 5 years' experience implementing state of art work flow management and grant management systems.
4. A minimum of 5 years' experience conducting complex business process analysis, developing user requirements documents, conducting cost-benefit analysis, and preparing project summary reports.

### **4.0 TASKS**

The purpose of this contract is for ADF to leverage an assessment of its current grant lifecycle management process and practices in order to gain a technical recommendation for greater efficiencies and effectiveness and an understanding of the cost benefits associated with implementation of the recommendation(s). To provide for these objectives the Contractor shall provide the following services:

- a. A written report and assessment of the current ADF grant management lifecycle process
- b. A written requirements analysis/needs assessment
- c. Survey and recommend potential technological system solutions for improvements including a cost benefit analysis for implementing a recommended solution
- d. A document suitable for use to make a technical solicitation for a solution to more effectively make, monitor, and manage the full life cycle of ADF project grants.



**4.1 SPECIFIC TASKS**

1. General Work Plan and Schedule (2 weeks after task award)
2. Process Assessment --- deliverable: Process assessment report and recommendations
3. Requirements analysis --- deliverable: Needs assessment report. Including a reassessment of the security, authentication and integration of the Grant Database Management Web Front.
4. Solution Space Survey Report – feature / function / cost matrix of viable COTS grant management system solutions
5. Cost Benefit Analysis -- deliverable: Cost Benefit Report of Implementing a recommended Comprehensive Grants Management System
6. Technical Solicitation Document --- deliverable: Requirements Document Suitable for a Grants Management System Solicitation.

**5.0 DELIVERABLES**

<b>Deliverable</b>	<b>Deliverable Due Date</b>	<b>Acceptance</b>
a) General Work Plan and Schedule.	<b>2 Weeks After Award</b>	<b>CO/COTR</b>
b) Draft Documents for Tasks 2 thru 4 (Process Assessment, Requirements Analysis, Solution Survey Matrix).	<b>To Be Determined After Award</b>	<b>CO/COTR</b>
c) Final Documents for Tasks 2 thru 4 and draft documents for Tasks 5 and 6.	<b>To Be Determined After Award</b>	<b>CO/COTR</b>
c) All Tasks completed and all Final Reports submitted to ADF satisfaction.	<b>To Be Determined After Award</b>	<b>CO/COTR</b>

**6.0 PERIOD OF PERFORMANCE**

The performance period of this contract is for a period of 90 days for delivery of items 1-6 listed above, with the option to renew this contract on a month-by-month basis for an additional 90 days for additional services in support of a system solicitation and implementation. The initiation of this performance period shall begin on or before July 18, 2011 and end October 17, 2011.

## **7.0 CONFIDENTIALITY OF DATA**

Due to the sensitivity and confidentiality of much of the data handled by ADF, the Contractor shall maintain confidentiality of all documents, data, and other information supplied to it by ADF, in accordance with all applicable Federal guidelines and regulations. The Contractor agrees, in the performance of this contract, to keep all information obtained or otherwise reviewed as a result of this contract in the strictest of confidence. The Contractor acquires no possessory and no proprietary interests in such information. The Contractor agrees not to disclose any information concerning the work under this contract to any persons or entities unless prior written approval is obtained from the Contracting Officer. The Contractor agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, at any time, during or following contract performance, nor to authorize or permit others to do so. The Contractor agrees to take such reasonable measures as are necessary to restrict access to such information to those employees of the Contractor needing such information to perform the work provided on this order, on a "need to know" basis. The Contractor agrees to immediately notify the COTR in the event that he or she determines, or has reason to suspect a breach of any of these requirements or restrictions, and to provide written notification as soon as possible.

Confidentiality is essential to satisfactory performance. The Contractor will prevent any person other than the Contractor's team members (or other person for whom access is necessary) from seeing or having access to information in the possession or under the control of the Contractor. The Contractor will prevent any person from disclosing the contents or description of documents, data, or information to any person not authorized under this order or by ADF to have access to such documents or information. The Contractor will prevent removal of any documents, data, or information from the Contractor's premises without authorization by appropriate ADF officials.

Each Contractor employee performing work under this order shall sign and submit a Non-Disclosure Agreement (Attachment 1), which identifies what is required of the Contractor with respect to non-disclosure of certain information and the penalties associated with noncompliance with those requirements. The Contractor shall provide the signed Non-Disclosure Agreements to the Contracting Officer with a copy to the COTR within five working days prior to commencing work. No Contractor employee shall begin work under this order until the COTR have accepted his/her Non-Disclosure agreement. The Contractor agrees to include similar requirements in any subcontracts, which it may enter into regarding or supporting work under this order and furnish the Contracting Officer and COTR one of each subcontractor employee's Non-Disclosure Agreement within five working days after execution of the subcontract. Any Contractor employees assigned to the order at a later date must execute a Non-Disclosure Agreement upon assignment and one executed copy shall be provided to the Contracting Officer and one to the COTR within five working days of the employees' assignment to the order. The Contractor will report to the Contracting Officer any breach of confidence by any person as soon as the breach is known.

## **8.0 PERFORMANCE**

### **8.1 PLACE OF PERFORMANCE**

The Statement of Work (SOW) is to be performed at ADF's Headquarters in Washington, D.C. where the primary computer operations and key security personnel are located. ADF will furnish appropriate office space, supplies, and equipment for official use only.

**8.2 WORK HOURS AND OPERATION**

The Contractor shall provide services during normal work hours, between 8 a.m. to 5 p.m., Monday through Friday, excluding federal holidays as listed in Section 4D.

Additional after hours support may be required, to ensure the health of IT systems and availability of IT Services. Maintenance and patching of the server and workstation infrastructure should be conducted during non-business hours to minimize impact on IT services during core business hours.

**8.2a.Scheduled Absences.** The Contractor shall schedule absences such as vacation, continuing education and any other changes that could impact services at least 4 weeks in advance.

**8.2b.Unscheduled Absences.** The Contractor shall notify the COTR if unable to work (e.g. illness) and make arrangements for replacements as needed.

**9. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

The Finance Office (FIN) is the designated COTR. No representation by the COTR shall serve as a basis for an alteration in the general scope of this contract or in the terms and conditions unless confirmed in writing by the Contracting Officer. The contract must be modified in writing by the Contracting Officer in the event of a change in the contract. The Contractor must communicate with the Contracting Officer on all matters pertaining to the contract terms. Proceeding with work without proper contractual coverage could result in nonpayment for that work.

**10.0 FEDERAL HOLIDAYS**

Holidays in each calendar year are identified as follow

New Year's Day – January 1;

Martin Luther King Jr.'s birthday - third Monday in January;

Presidents' Day - third Monday in February;

Memorial Day - last Monday in May;

Independence Day - July 4;

Labor Day - 1st Monday in September;

Columbus Day - second Monday in October;

Veterans' Day - November 11;

Thanksgiving Day - 4th Thursday in November;

Christmas Day - December 25

Any other day designated by Federal statute, executive order or Presidential proclamation.

When any holiday falls on Saturday, the preceding Friday is observed. When any holiday falls on Sunday, the following Monday is observed. Observance of such days by Government personnel shall not in itself be a cause for an additional period of performance, or entitlement of compensation except as set forth within the contract.

**11.0 GOVERNMENT FACILITY CLOSURES**

The Government (ADF) reserves the right to close the facilities due to weather conditions, safety, health, or medical emergencies as necessary. Contractor personnel may be required to remain on duty to maintain the facility in the event of such adverse weather conditions or emergencies.

## **12.0 CONTRACTOR PERSONNEL**

The contractor shall continuously provide requested services in the ADF Washington, D.C. offices with suitable management and professional expertise to assure work is performed, scheduled and completed in accordance with these specifications. The contractor shall maintain an adequate work force to complete work in accordance with the time and quality standards specified herein.

### **12.1 NO REASSIGNMENT AND REPLACEMENT OF KEY CONTRACTOR PERSONNEL**

The Government reserves the right to end this contract due to contractor activities deemed incompetent, careless, unsuitable or otherwise objectionable, or whose continued use under this contract is deemed contrary to the best interests of the Government. Notice of such action will be given in writing by the C.O. For security reasons, the COTR will escort the Contractor from the moment the Contractor is notified of their removal until the individual departs ADF's premises. The escort shall ensure that all security and exit procedures are followed and no government property is removed from the facility.

In the event the Contractor finds it necessary to replace the key personnel during the life of the contract, the CO and COTR shall be notified in writing and the contract period will end prematurely.

### **12.2 REPLACEMENT OF CONTRACTOR PERSONNEL FOR SECURITY REASONS**

ADF retains the right to request removal of the Contractor, regardless of prior clearance or NACLC/BI adjudication status, whose actions clearly conflict with the interests of the Government. Upon the determination by the CO that a Contractor employee should be removed, the Contractor must exit within four hours after notification. For security reasons, the COTR will escort the Contractor from the moment the Contractor is notified of their removal until the individual departs ADF's premises. The escort shall ensure that all security and exit procedures are followed and no government property is removed from the facility.

### **12.3 STANDARDS OF CONDUCT**

The contractor, although in fact not a Government employee shall comply with Executive Order 11222, May 8, 1965, "Prescribing Standards of Ethical Conduct for Government officers and Employees," and comply with ADF regulations implementing this Executive order. Each contractor employee is expected to adhere to standards of conduct that reflect credit on themselves, their employer, the U.S. Department of Homeland Security and the Federal Government. The contractor shall maintain satisfactory standards of employee competency, conduct, appearance, and integrity, and for taking such disciplinary action against his/her employees as may be necessary. The Government reserves the right to direct the contractor to remove an employee from the work site for failure to comply with the standards of conduct. The contractor shall initiate immediate action to replace such an employee to maintain continuity of services at no additional cost to the Government.

### **12.4 APPEARANCE**

The Government requires a favorable image and considers it to be a major asset of appropriate dress. The employee's attitude, courtesy and job knowledge are influential in creating a favorable image. All contractor personnel shall be neatly dressed and perform their duties in a polite and courteous manner.

## **13.0 SECURITY REQUIREMENTS**

### **13.1 GENERAL**

The African Development Foundation has determined that performance of this contract does not require that the Contractor, subcontractor(s) and vendor(s) (herein known as Contractor), have access to classified National Security Information (herein known as classified information). However, the Foundation does use sensitive but unclassified (SBU) information and is subject to the Privacy Act and government-wide requirements regarding personally identifiable information. For this reason, the Foundation does take security matters seriously.

### **13.2 ACCESS TO INFORMATION**

ADF shall have and exercise full control over granting, denying, withholding or terminating unescorted access to government facilities and/or access to sensitive Government information for these contractor employees, based upon the need.

### **13.3 CONTINUED ELIGIBILITY**

ADF reserves the right and prerogative to deny and/or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom ADF determines to present a risk of compromising sensitive Government information to which he or she would have access under this contract.

The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to ADF's COTR. Reports based on rumor or innuendo should not be made. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

ADF may require drug screening for probable cause at any time and/ or when the contractor independently identifies, circumstances where probable cause exists.

The COTR must be notified of all terminations/ resignations within five days of occurrence. The Contractor will return any expired ADF issued identification cards and building passes, or those of terminated employees to the COTR. If an identification card or building pass is not available to be returned, a report must be submitted to the COTR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card.

### **13.4 SECURITY MANAGEMENT**

The COTR and the Security Office shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COTR determine that the Contractor is not complying with the security requirements of this contract; the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

#### **14. OPTION TO EXTEND TERM OF THE CONTRACT**

##### **52.217-9 Option to Extend the Term of the Contract (Mar 2000)**

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **30 days** before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **180 days**.

**ATTACHMENT 3:  
PRICE QUOTE****15. OFFEROR PRICE CHART: (Firm Fixed Price)****Base Period July 18, 2011 through October 17, 2011**

<b><u>Items</u></b>	<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
0001	IT Business Grants Consultant	XXX	XXX	XXX
0001AA	General Work Plan and Schedule			
0001AB	Process Assessment			
0001AC	Requirement Documentation			
0001AD	Cost Benefit Report			

<b><u>Items</u></b>	<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
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**Option Period I**

October 18, 2011 through November 17, 2011

0101	IT Business Grants Consultant			
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<b><u>Items</u></b>	<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
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## Option Period II

November 18, 2011 through December 17, 2011

0201	IT Business Grants Consultant			
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<b><u>Items</u></b>	<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
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## Option Period III

December 18, 2011 through December 31, 2011

0301	IT Business Grants Consultant			
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**Total Price (Base Period Plus All Option Periods): \$\_\_\_\_\_**

**ATTACHMENT 4: EVALUATION FACTORS****16. EVALUATION FACTORS:**

3. Evaluation of Quotes. The Government intends to award an order without discussions. The offeror shall provide their best, complete quote upon initial submission. The Government reserves the right to hold discussions if deemed necessary by the Contracting Officer. The quotes will be evaluated based on the documentation provided. The Government evaluators will not assume that the offeror possesses any capability or knowledge unless it is specified in the quote.

I. Technical Proposal – The technical proposal shall include the following:

a. Technical Approach: The technical approach will be evaluated to determine whether the proposed strategy, will lead to successful completion of the requirement. This factor will be used to evaluate the degree to which the Offeror's proposed approach meets all the requirements, and demonstrates a clear understanding of tasks in the PWS.

b. Company Overview – This will be assessed to ensure that the vendor has the basic area of expertise.

c. Experience – The Offeror's experience will be evaluated to determine its relevance to the tasks required in the PWS and their ability to perform the tasks. The offeror shall also address the following:

- At a minimum, information should contain the resumes of the proposed key personnel.
- A minimum of 5 years' experience working with conducting business process analysis with recent experience with a grant-focused organization. A comprehensive knowledge of state-of-the-art work-flow management and grant management systems.
- A minimum of 5 years' experience implementing state of art work flow management and grant management systems.
- A minimum of 5 years' experience conducting complex business process analysis, developing user requirements documents, conducting cost-benefit analysis, and preparing project summary reports.

II. Past Performance: The Offeror's past performance will be evaluated on the extent of client's satisfaction with the offeror's expertise; the Offeror's effectiveness in managing and directing resources; the Offeror's demonstration of reasonable and cooperative behavior in dealing with clients; the Offeror's quality of previously performed services; the Offeror's ability to control costs and manage contract activities; and the Offeror's effectiveness in meeting schedules in providing services and products.

III. Price: Price will be evaluated separately. The Government will evaluate offers for award purposes by adding the price of the base period to the prices for all option periods as indicated on the Price Quote Sheet, Attachment 1. Price will be evaluated for fairness and reasonableness. Evaluation of the option prices shall not obligate the Government to exercise the option(s).



**17. BASIS FOR AWARD:** The Offers shall be made on a competitive best value basis (i.e. When it is in the Government's best interest to award an Order to other than the lowest price or other than the highest technically rated quote). When combined, the technical and past performance is more important than price.

52.212-2 Evaluation—Commercial Items (Jan 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

**Technical and past performance, when combined, is more important than price.**

(b) *Options.* The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.